

Organizing solutions for the way you work and live today

encore
professional organizers, llc



pathways to productivity...



Encore Professional Organizers, LLC

Lori Firsdon and Barb Warner

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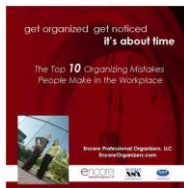
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Our most requested program. **The Top 10**

Encore Epilogue

Get Organized... Get Noticed!

Dear Barbara,

January is just around the corner. It is also National "Get Organized" Month. This is the prime time to make some shifts in your organizational behaviors at work and home to lessen the load all year through. Let's take a look at some common areas we suggest need attention each January.

Start early and make a difference in 2010

Come January 4, it's back to work and school. It will hardly feel like you've had a break. This is the one month you don't want to take a break, as you start off your new year. There are some key processes we recommend you have in place regarding paper management.

Immediately pull all 2009 receipts and other 2009 papers out of your desk and filing areas. The key is not allowing 2010 papers to start accumulating with them. This prevents separation of papers later in the year during the tax time rush.

If you don't have a functional filing system in place, remove the papers from your drawers, binders, desktop and place them in a box labeled 2009. Many people struggle with tax papers, because they are sorting through multiple years of paper.

Here are some suggested folders you may want to create for 2010. General receipts, business receipts/expenses, charitable contributions, pay stubs, medical and prescription receipts, bank documents,

The key to avoiding the overwhelming pressure paperwork has on your life at work and home, is to start now. Once a system is in place, you can relax and trust your records will be easily retrievable.

Check out our news and events section below to learn more

Organizing Mistakes People Make in the Workplace.

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937-619-3181

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Ask for a clutter-free gift this holiday season. Encore sells **gift certificates**. Let us help you get in shape for the new year at your home or office.

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about upcoming seminars which can help with your paper management systems.

Read other helpful articles by visiting our website [articles page](#).

News and Upcoming Events

Get Organized 2010 - It's easier than you think! - January 9

FREE - The PUB at The Greene, Beavercreek

Join us from **5-6pm** as we speak and answer questions to your organizing questions. January is the prime time to adjust your organizing behaviors for the new year. Don't miss this event.

REGISTER on Linked In by joining New Media Dayton group.

Border's Bookstore, Dayton Mall - January 16 **FREE**

Join us at Borders for this free 1 hour seminar, 2pm to learn key filing techniques, organizing action papers and how to handle those multiple tasks on your list. We will discuss our signature 25th Hour Binder tool also. View our website for more information.

Kettering Recreation Center - **SPRING** dates - Seminars

We are offering our More Life, Less Clutter and Paperwork Seminars at the Kettering Recreation Center in Spring 2010. Residents - \$35, Non-Residents - \$45. Click [here](#) to learn more about registration.

Create your own seminar - **NEW offering!**

Do you have a group of 10 or more people who would be interested in an organizing seminar? If so, we are willing to create a custom seminar for you. Call us for more details. 937-619-3181

Get started now in preparation for next year's paper load. You'll be glad you did. Have a safe holiday season!

Sincerely,

Barb Warner and Lori Firsdon
Encore Professional Organizers, LLC

